

# South Carolina Virtual School Program Sponsor Newsletter

April 8, 2008

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## SCVSP Semester Dates

**March 3 - May 30, 2008**

June 16 - August 13, 2008

## Helpful Links/Tutorials

For video tutorials and information about the SCVSP visit our website at:

**<http://elearning.ed.sc.gov>**  
and click on the student tab.

## Contact Us

Dee Appleby - Director

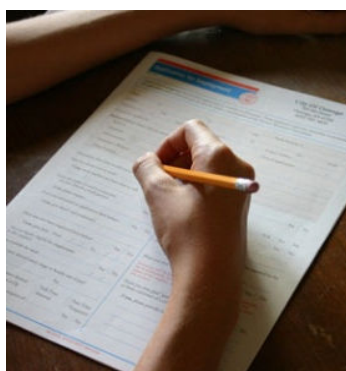
[dappleby@ed.sc.gov](mailto:dappleby@ed.sc.gov)

## About this Newsletter

On the 10th of each month, the South Carolina Virtual School Program (SCVSP) will issue a monthly newsletter to help keep participating schools informed of changes, updates, and other important information regarding the SCVSP. It is our hope that with this newsletter, we can better transmit the information that counselors, students, and schools need to be a successful with the program.

Each month we will highlight important dates and up-coming deadlines, as well as include information that we feel will be helpful to participating schools. Our newsletter will also highlight an SCVSP instructor as well as outstanding students.

## New Electronic Drop Form



The South Carolina Virtual School Program now has a new electronic drop form. Students may now fill out their drop form online and submit it electronically. The new drop form will be automatically sent to the appropriate people within the SCVSP and the students will be dropped from the course.

The new drop form can be found by going to the SCVSP website at <http://elearning.ed.sc.gov> and clicking on the student tab. The drop form is located on the right hand side of the page. Students may also find the drop form by going directly to <http://www.ed.sc.gov/apps/vschool/dropform/>.

Reminder: Students may drop from any course without penalty during the first ten day period of any new semester. After the first ten day drop period, the student will be dropped from the class with a 'WF' - Withdrawn Failure.

## Summer Semester Courses



The South Carolina Virtual School Program summer semester courses will start on June 16, 2008 and will end on August 13, 2008. Not all courses will be offered during the summer semester, so that the SCVSP can prepare for the fall semester starting in September. Exams will be offered on August 11, 12, and 13 as a make-up day. Final grades are due on August 15, 2008.

Below is a current list of tentative courses that will be running during the summer semester (more courses may be added):

### Tentative Summer Semester Courses:

- Business Systems Computer Applications
- Business Systems Keyboarding
- Web Design
- CR English 1, CR English 2, CR English 3, CR English 4

- English 1, English 2, English 3, English 4
- Spanish 1, Spanish 2
- Algebra 1, Algebra 2
- CR Algebra 1, CR Algebra 2
- Geometry
- CR Biology
- CR Chemistry
- CR Physical Science
- Economics
- Geography
- Government
- US History and Consitution
- SAT Critical Reading, SAT Math

## Guidance Counselor Training



The South Carolina Virtual School offers training for Guidance Counselors twice per month via our online web-conferencing software (Elluminate Live!). The training will cover basic information about how to approve students in Virtual School Administrator (VSA) as well as how to help students register for courses in VSA. The web-based training will also offer time for general questions and answers and would be a great time to have all of your questions answered.

If you feel that you are in need of training or would like to have someone at your school attend a training session, please check the up-coming training dates below and email Bradley Mitchell (BMitchell@ed.sc.gov) to register and to obtain login information.

### Up-coming Guidance Counselor Training Dates and Times:

- Tuesday, April 15, 2008 - 1:00PM - 2:00PM
- Tuesday, May 6, 2008 - 1:00PM - 2:00PM
- Tuesday, May 20, 2008 - 1:00PM - 2:00PM

## Spring Semester Exam Dates



With the end of the spring semester upon us, it is time to start thinking about final exams. **All initial credit final exams for the SCVSP must be proctored (initial credit = a course that a student is taking for the first time).** Students should begin finding a proctor for their exams at least two weeks prior to the final exam dates. The student and proctor can set a date and time to take the exam, but it is the student's responsibility to find a proctor for their exam.

The last dates for the spring semester exams will be May 28, 29, and 30. Students need to arrange with a proctor to take the exam on one of these dates or prior to these dates. The final deadline for the spring semester is flexible, so that students can finish prior to graduation. Students should contact their instructor to setup a schedule to finish their

course before the deadlines listed above.

### **Exam Reminders:**

All final exams are password protected and a password for the exam will only be supplied to the proctor that the student has selected. The proctor will also be required to fill out a proctor form, which will be forwarded to them by the instructor of the online course prior to the exam.

Final exams are offered the final week of every semester. Students are allowed to set their own date and time with their proctor, but this information needs to be shared with the online instructor so that the appropriate password and information can be sent to the proctor prior to the exam date.

Please be sure that the school sponsor checks their messages in our Virtual School Administration (VSA) system regularly to avoid missing important messages from online instructors. Instructors will contact counselors, parents, and students through VSA regularly, and will also send all final exam information through the messaging system in VSA.

End of course exams must be offered by the school to students taking the following courses: Algebra 1/Math for the Technologies 2, English 1, Physical Science, and U.S. History and the Constitution.

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## **Student Enrollment Reminder**



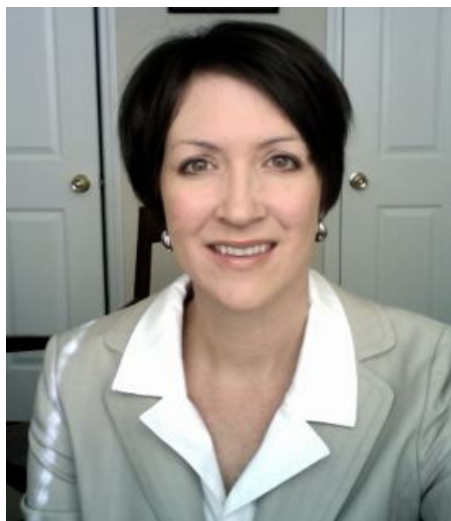
It is important that students have their registration complete at least a few days prior to the start of a new semester. Remember... courses with the SCVSP do fill up and we place students on a first-come first-served basis.

Students who do not have their registration complete by the start of the semester will not be able to start their course. In order for student registration to be complete, the student must have registered for an account with the SCVSP, registered for a course, have guardian approvals, and guidance approvals. If any of these steps have not been completed, the student will not be assigned to a class.

If you have any questions about the registration process, approval process, or specific questions about students, please contact us.

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## **Teacher Spotlight: Katie Kluttz**



Katie Kluttz is an instructor for SCVSP English and SAT courses. She has been teaching with SCVSP since 2007 and works for SCVSP out of her office in Greenville, SC. She earned a Master's degree from Converse College in 1996 and has taught all levels of secondary writing and literature. Her oddest job was teaching a young actor on the set of the George Clooney's film "Leatherheads" filmed in Upstate SC and NC for a 5 months. Be sure to look for her name in the credits - right above "Animal Trainer."

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## **Who do I contact?**

The South Carolina Virtual School has many helpful employees to help you if you encounter an issue. Below are some of the employees that you may contact when an issue



arises:

**Terri Ann Bennett** - Technical Assistance

Email: [TBennett@ed.sc.gov](mailto:TBennett@ed.sc.gov)

Phone: 843-522-1671

**Bradley Mitchell** - Training

Email: [BMitchell@ed.sc.gov](mailto:BMitchell@ed.sc.gov)

Phone: 843-589-9038

**Tracy Sanders** - Technology Assessment Assistance

Email: [tsanders@oconee.k12.sc.us](mailto:tsanders@oconee.k12.sc.us)

**Suggestions, Comments or Questions about this newsletter?**

Email Bradley Mitchell at [BMitchell@ed.sc.gov](mailto:BMitchell@ed.sc.gov)